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Report for Week Ending 14 March 1956  
from  
FORMS MANAGEMENT BRANCH

25X1A9a

General Information

1. House Sub-Committee on Federal Printing - Collaborated with Mr. [REDACTED] in preparation of a draft reply to the committee concerning our paperwork management program, placing special emphasis on the benefits resulting from forms management.

2. Specifications For Unprinted, Combination Record Copy - Offset Master Set - Regulation Control Staff requested the assistance of this Branch in writing specifications for an unprinted, combination record copy-offset master set which they will use for typing regulations, notices, coordination and tentative copies. The present procedure of typing the regulations and notices on bond paper, running it on the stenofax to cut a stencil which is run off on the memograph machine will be eliminated through the use of this offset master set. The new procedure involves typing the offset master set, removing the record copy and forwarding the mat to the plant for run off copies. This means faster service, savings of clerical time and better finished product.

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Numbered Projects

4-85 - Information Report Study [REDACTED]

1. Procurement action on Forms 1b and 1c is still held-up pending research by the contractor on the feasibility of applying a silicone overcoating to the lithographic carbon backed record copies. Technical and cost evaluations will both be made prior to procurement.

Pending Projects

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DD/I - DD/P

1. IAC - AHIP - WGIR ([REDACTED]) - The regularly bi-weekly AHIP meeting scheduled for 12 March 1956 has been postponed to 19 March 1956.

DD/S

1. Periodic Step Increase Certification and Authentication Forms, Parts I and II, Tentative Forms 560 and 560a - As a result of informal discussions within the Management Staff, and between representatives of this office and the Office of Personnel, it has been decided the tentative procedure involving the proposed use of these two forms should stand. One of the present objectives of this office is to provide immediate assistance in the implementation of this procedure by promptly developing appropriate drafts, specifications, requisitions and stocking requirements on each of these two forms.

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TYPE	Pending Actions Summary				TOTAL
	DD/I	DD/P	DD/S	STOCK	
NEW	5	9	9	3	26
REVISION	2	1	7	8	18
REPRINT	-	-	-	-	-
TOTAL	7	10	16	11	44

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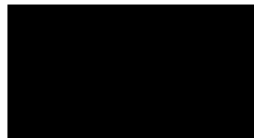
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Completed Actions Summary

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
NEW	-	-	2	1	3	4,501
REVISION	-	-	4	2	6	126,000
REPRINT	2	1	1	1	5	21,700
TOTAL	2	1	7	4	14	152,201

Redesignated 1

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